

PALOMAR COLLEGE
COURSE OUTLINE OF RECORD FOR
DEGREE CREDIT COURSE

Transfer course A.A. degree applicable course
(check all that apply)

COURSE NUMBER AND TITLE: ACCT 110 Microcomputer Accounting Systems

UNIT VALUE: 2

MINIMUM NUMBER OF SEMESTER HOURS: 64

BASIC SKILLS REQUIREMENTS: Appropriate language and computational skills.

ENTRANCE REQUIREMENTS

PREREQUISITE: ACCT 103 or ACCT 203 or BUS 105

COREQUISITE: None.

RECOMMENDED PREPARATION: None.

SCOPE OF COURSE: Applying the computer in the study of accounting principles with the emphasis on planning and analysis. Students prepare data and enter accounting transactions which are used as input for computer programs to yield various accounting statements as output. Class schedule will designate software package covered.

SPECIFIC COURSE OBJECTIVES: Students will be able to

1. Understand and apply basic financial accounting theory, concepts, and procedures, such as recording and summarizing accounting data, determining value of assets and liabilities, and maintaining a payroll system.
2. Demonstrate a fundamental knowledge of the functional capability of a microcomputer and its applicability to accounting data; such as journalizing, posting, preparing financial statements, integrating general ledgers, accounts receivables, accounts payable, and payroll, computing depreciation and payroll taxes and analyzing financial statements.
3. Demonstrate an ability to perform critical thinking by completing the integrated accounting assignments and by responding to objective and essay examination questions.

CONTENT IN TERMS OF SPECIFIC BODY OF KNOWLEDGE:

- I. Introduction to Computers and QuickBooks Pro
 - A. Hardware
 - B. Software
 - C. Manual versus computerized accounting
 - D. Introduction to QuickBooks Pro
 - E. Copying files and making backups

- II. Sales and Receivables: Service Business
 - A. How to open QuickBooks Pro
 - B. Open a company
 - C. Enter sales on account
 - D. Edit and correct errors
 - E. Print an invoice
 - F. Print A/R reports
 - G. Record cash sales
 - H. Print sales receipt
 - I. Analyze sales
 - J. Print journal
 - K. Print trail balance
 - L. Prepare A/R and sales graphs

- III. Payables and Purchases: Service Business
 - A. Enter a bill
 - B. Edit and correct errors
 - C. Delete a bill
 - D. Pay bills
 - E. Print checks
 - F. Petty cash
 - G. Edit checks
 - H. Print accounts payable aging summary
 - I. Create accounts payable graph

- IV. General Accounting and End-of-Period Procedures: Service Business
 - A. Enter and delete accounts
 - B. Adjustments for accrual-basis accounting
 - C. Owner withdrawals
 - D. Owner investments
 - E. Income statement and balance sheet
 - F. Bank reconciliation
 - G. Prepare and print cash flow forecast
 - H. Export reports to Excel
 - I. Close process

- V. Sales and Receivables: Merchandising Business
 - A. Accounting for sales and receivables in merchandising business
 - B. Enter sales on account
 - C. Edit entries
 - D. Print an invoice
 - E. Sales tax
 - F. Customer credit limits
 - G. New customer sales
 - H. Print summary sales by item report
 - I. Sales tax register
 - J. Customer balance summary
 - K. Issue credit memo and a refund check
 - L. Prepare A/R and sales graphs

- VI. Payables and Purchases: Merchandising Business
 - A. Accounting for payables and purchases
 - B. Purchase orders
 - C. Change minimum reorder limits
 - D. Establish reorder points
 - E. Print a purchase order
 - F. Receive items ordered
 - G. Edit a purchase order
 - H. Enter a credit from a vendor
 - I. Pay bills
 - J. Print checks
 - K. Pay bills using a credit card
 - L. Sales tax
 - M. Create an A/P graph by aging period

- VII. General Accounting and End-of-Period Procedures: Merchandising Business
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|---|--|
| A. Edit accounts | G. Bank and credit card reconciliation |
| B. Adjustments for accrual-basis accounting | H. Closing accounts |
| C. Income statement and balance sheet | I. Passwords |
| D. Owner withdrawals | J. Inventory adjustments |
| E. Definition of a partnership | |
| F. Distribute capital to each owner | |
- VIII. Payroll
- | | |
|--------------------------------|-------------------------------|
| A. Payroll and payroll options | E. Payroll summary reports |
| B. Create and print paychecks | F. Payroll liabilities report |
| C. Change employee information | G. File payroll tax forms |
| D. Edit paychecks | |
- IX. Computerizing a Manual Accounting System
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|--------------------------------|--------------------------------|
| A. Create a new company | I. Chart of accounts |
| B. Start Date | J. Employees |
| C. Income and expenses section | K. Payroll setup |
| D. Inventory | L. Year-to-date amounts |
| E. Opening balances | M. Adjusting Entries |
| F. Customers | N. Specify a company logo |
| G. Vendors | O. Customize forms and reports |
| H. Accounts | |

REQUIRED READING:

Horne, Janet. QuickBooks Pro 2002-A Complete Book. Upper Saddle River: Prentice Hall, 2003.

SUGGESTED READING: Trade publications such as Computers in Accounting and PC World, and any recent financial accounting textbook.

REQUIRED WRITING: Skills demonstration on the software programs is more appropriate: Assigned textbook problems and questions, as well as instructor prepared handout material will be utilized to demonstrate requisite skills in accounting applications and software programs.

OUTSIDE ASSIGNMENTS:

Students are expected to spend a minimum of three hours per unit per week in class and on outside assignments, prorated for short term classes.

Reading class materials, previewing computer problems, studying for exams, and preparing practice set.

INSTRUCTIONAL METHODOLOGY:

Check all that apply:

- lecture
- laboratory
- lecture-laboratory combination
- directed study

DISTANCE LEARNING:

This course may be offered as a distance learning course and meets Title 5 regulations 55370, 55372, 55374, 55376, 55378, and 55380.

Yes No

If yes, check all that apply:

- Television Course (Video one-way, e.g. ITV, video cassette, etc.)
- Online Course (Text one-way, e.g. newspaper, correspondence, electronic file, etc.)
- Two-Way Video Conferencing (Two-way interactive video and audio)
- One-Way Video Conferencing (One-way interactive video and two-way interactive audio)
- Computer Assisted Instruction (A specialized form of mediated instruction relying primarily on student access to information and prepared lessons or teaching materials through a computer terminal, but not under immediate supervision of a qualified instructor.)

GRADING POLICY AND STANDARDS (include methods of determining whether the stated objectives have been met by students):

One semester exam, 25%; problems, 30%; practice set, 20%; and the final exam, 25%.

IS COURSE REPEATABLE FOR REASON(S) OTHER THAN DEFICIENT GRADE?

Yes No Number of times course may be taken for credit: 1.

If yes, identify specific provision of Title 5 Division 2 section(s) 55761-55763 and 58161 which qualifies course as repeatable:

CONTACT PERSON: David T. Forsyth, ext. 2500.

SIGNATURES ON FILE: